

REPORT TO CITY COUNCIL

DATE: JUNE 25, 2008

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER
CELESTE BIRD, ADMINISTRATIVE ANALYST

SUBJECT: ADOPT RESOLUTION 08-1484 AMENDING THE PERSONNEL RULES REVISING RULE VI SECTION 4 – SICK LEAVE AND SECTION 5 – BEREAVEMENT LEAVE.

The purpose of this report is to receive approval to adopt Resolution No. 08-1484, amending Personnel Rule VI, Section 4 (Sick Leave) and Section 5 (Bereavement Leave), to include the revisions agreed upon as a result of the 2008-2009 employee consultations.

As a result of the 2008-2009 consultations with the City employees, the City tentatively agreed to allow full-time employees to cash-out or convert sick leave, twice a year, while keeping the annual maximum amount to 60 hours. This will provide employees greater flexibility with no fiscal impact to the City. In addition, the City tentatively agreed to increase the number of bereavement days from three (3) to five (5) days. The City's current Bereavement Policy is a leave without pay policy, so this change will have no direct fiscal impact. (However, as before, employees may elect to use already earned, paid leave time concurrently with bereavement leave.) The increased number of bereavement days will provide employees' greater flexibility, especially if out of state travel is required for bereavement needs.

Rule VI (Leaves), Section 4 (Sick Leave), Item D (4) which refers to the frequency in which an employee can convert sick leave hours to cash or vacation leave on an annual basis, reads: "*The option to convert sick leave hours to any equivalent amount of cash or cash and vacation leave, may be exercised only once during any calendar year.*" Staff recommends revising this section to read: "*The option to convert sick leave hours to any equivalent amount of cash or cash and vacation leave, may be exercised twice during any calendar year not-to-exceed the total annual maximum conversion amount of 60 hours.*"

Rule VI (Leaves, Section 5 (Bereavement Leave) reads: "*A regular full-time employee may take a maximum of thirty (30) hours leave in any one (1) calendar year when a death occurs within an employee's immediate family.*" Staff recommends revising this section to read: "*A regular full-time employee may take a maximum of five (5) days of leave in any one (1) calendar year when a death occurs within an employee's immediate family.*"

These policy changes has been reviewed and approved by the City Manager's and the City Attorney's office.

RECOMMENDATION

It is respectfully recommended the City Council:

Adopt Resolution 08-1484, amending the Personnel Rules, revising Rule VI, Section 4 (Sick Leave) and Section 5 (Bereavement Leave).

Attachments: Resolution 08-1484

RESOLUTION NO. 08-1484

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING RULE VI, SECTION 4 AND SECTION 5 OF THE PERSONNEL RULES

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:

SECTION 1. Personnel Rule VI (Leaves), Section 4 (Sick Leave), Item D (4) is amended to read:

“The option to convert sick leave hours to any equivalent amount of cash or cash and vacation leave may be exercised twice during any calendar year, not-to-exceed the total annual maximum conversion amount of sixty (60) hours.”

SECTION 2. Personnel Rule VI (Leaves), Section 5 (Bereavement Leave), first sentence only, is amended to read:

“A regular full-time employee may take a maximum of five (5) days leave in any one (1) calendar year when a death occurs within an employee’s immediate family.”

SECTION 3. The amendments made by this resolution are effective June 25, 2008.

PASSED, APPROVED, AND ADOPTED this 25th day of June, 2008, by the following vote to wit:

AYES: (0)
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)

John M. Edelston, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk